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| **Job Title** | Head of Reward & Recognition |
| **School / Service** | People & Culture (HR)  |
| **Grade and Salary Range** | I |
| **Location and Hybrid working status** | Docklands  |
| **Reporting to** | Deputy P&C Director: EE&D |
| **Responsible for** | Reward & Progression Specialist  |
| **Liaison with** | UEL leaders, Finance, external providers, Payroll, HR Operations, HR Systems, P&C Business Partners, Internal Comms  |
| **Contract type** | Full time permanent  |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines cutting-edge education with a passion for creating positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our transformational 10-year Vision 2028 strategic plan, spearheaded by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for creating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your unique skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome talented individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT**

The People & Culture directorate (approx. 40 staff) is organised across five distinct core functions, aligned to the delivery of our People Strategy - Talent Acquisition, Employee Experience & Development, Operations, Systems & Services, Employee Relations & Policy and Health, Safety & Wellbeing.

The People & Culture directorate is responsible, in partnership with stakeholder across the organisation, for delivering the University of East London’s People strategy, in furtherance of the UELs strategic progress outlined in our Vision 2028 strategy. It is focused on the delivery customer-centric and operationally excellent services to create an environment where people are attracted to work at UEL, to be supported to develop and grow, and deliver their best work in a high-performing and supportive environment.

**JOB PURPOSE**

The **Head of Reward and Recognition** will be responsible for all Reward activity. Starting with developing strong relationships with key stakeholders across UEL, they will build a deep understanding of the current approach to Reward and Recognition – informing a strategic plan to transform the existing offering.

They will design, deliver and embed the University’s reward strategy, being responsible for all aspects of reward across the University including, supporting the annual pay negotiation processes, development of a reward and benefits scheme, which supports both attracting and retaining talent as well as maximising the current approach to recognition.

Working with the wider People & Culture Directorate, they will be a subject matter expert in all aspects of reward such as pay, benefits, salary benchmarking and pensions, and will ensure that the University keeps up to date with changes in legislation and the latest thought leadership and innovation in the Reward and Recognition field.

The role will also be responsible for ensuring all policies, processes and procedures relating to reward and payroll are reviewed and maintained regularly.

**KEY DUTIES AND RESPONSIBILITIES**

**The following are the main accountabilities for the job. This list is non-exhaustive and other duties commensurate with the grading of the job, may also be assigned to suit as the University needs require.**

* Design, develop and deliver a Reward and Recognition Strategy for the University, ensuring connection to the People Strategy, the University’s business strategy and Vision 2028.
* Develop a strategic delivery plan, that ensures timely delivery, making priority decisions according to budget, resource allocation and stakeholder needs.
* Own the embedding, monitoring, evaluation and course correction of the Reward and Recognition strategy, ensuring it evolves alongside the People Strategy and meets stakeholder needs.
* Bring thought leadership, knowledge, experience and innovation in all areas of Reward & Recognition including Pay, Benefits, using Reward & Recognition as a lever to enhance engagement and drive cultural change, Career Frameworks, Recognition, working with the Reward & Recognition specialist to create a Reward offering that’s engaging, impactful and achieves results to drive business outcomes.
* Work with the People and Culture Business Partners to review organisational design across the University to inform pay framework infrastructure including Job families and role design.
* Be a leadership role model – lead the Reward function through truly valuing diversity of thought, prioritising inclusion and driving high performance.
* Review the existing reward structure and develop a reward strategy which ensures a consistent and transparent approach for all levels across the organisation.
* Working alongside the People & Culture Business Partners, provide support and specialist advice to Senior/Line Managers on organisational change, departmental staffing structures and job design to help achieve UEL objectives efficiently and effectively whilst maintaining staff motivation, commitment and supporting recruitment and retention.
* Work with the Engagement and Communications lead to ensure that we are responding to the Engage survey with fit for purpose Reward and Recognition solutions.
* Lead procurement activity where needed across the Reward and Recognition function, working with the wider People & Culture team where appropriate, including working alongside the Systems and Insight team to procure a new Employee Benefits platform.
* Improve existing benefits offering and associated processes.
* Lead all cyclical Reward and recognition projects and processes, including annual pay review, pay gap reporting and Shared Success (SSA) award process.
* Be obsessed with data and insights! Working with colleagues from Systems and Insights to ensure robust data sets and insights are produced to inform strategic decisions and drive operational efficiencies.
* Conduct regular data analysis to ensure that equal pay and any gender pay gap issues are monitored and addressed.
* Maintain the current job evaluation process and work with the wider P&C Team to develop streamlined role descriptions.
* Lead on the development of all reward and recognition initiatives including making; recommendations on process improvements to streamline and improve efficiency.
* Work with the Communications and Engagement lead to tell the Reward and Recognition story effectively and compellingly – have a clear narrative and plan for engaging stakeholders and employees with the delivery of the strategic plan and vision for Reward and Recognition at UEL.
* Lead on internal stakeholder engagement with the Reward and Recognition strategy across the University, getting buy in and influencing where needed. Stakeholder groups include for example Trade Unions, Senior Leadership Groups and Colleagues across the People and Culture teams.
* Lead the preparation of papers required for University Governance committees and liaise with the Governance team to ensure all requirements and Management information is provided within plan.
* Contribute to Equal Pay and Gender Pay Gap reporting by creating appropriate reports, manipulating, and analysing complex data to identify potential gaps and assist in displaying the findings in graphical format for non-HR audiences.
* Lead an efficient and agile Reward and Recognition operational and admin approach, continuously improving the way we work to drive efficiency and ownership.
* Proactively manage internal and external stakeholders, ensuring a joined-up approach across the People and Culture team.
* Develop external networks across other Higher Education institutions and other organisations to support benchmarking and the sharing of best practice.
* Support projects, provide data and benchmarking information across the wider University with linkages to reward.
* Act as a key point of contact for our third-party vendors, ensuring the offering is fit for purpose for our staff.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Degree or CIPD/CIPP/IPPM equivalent qualification.
* Reward experience including job evaluation, salary benchmarking and designing innovative approaches to employee reward.
* Experience of pay gap reporting.
* Knowledge of employment law and its implications for pay and reward structures.
* Experience of analysing and interpreting complex data and producing high quality reports.
* Excellent stakeholder management, relationship building and networking skills.
* Strong organisational and project management skills and ability to manage multiple priorities.
* Excellent oral and written communications skill; with strong interpersonal skills, combined with resilience.
* Ability to translate Reward and recognition technical aspects into ‘non tech’ speak to engage different audiences
* Ability to work with academics, senior decision makers and company executives.
* Ability to work collaboratively and flexibly with colleagues.
* Ability to carry out responsibilities with minimal supervision and thrive both on own initiative and as part of a team.

**Desirable**

* Evidence of ongoing professional development or extensive relevant experience in a comparable role.
* Experience of working in Higher Education sector (or engaging with) private/ public sector industry/ government/ business services.
* Knowledge of current policy developments in Higher Education and their implications.
* Knowledge of Occupational Pension Schemes relevant to the sector.

**COMPETENCIES REQUIRED**

* This role is Chartered level on the CIPD Professional Competencies Map.
* <https://www.cipd.co.uk/cipd-hr-profession/cipd-hr-profession-map/default.html>

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Qualifications relating to HR, training, development, reward, or engagement are desirable, as is CIPD accreditation. We’re more excited about proven experience and impact in previous roles than a specific certification.

UEL are an inclusive equal opportunities employer and are proud of our Equality, Diversity, and Inclusivity achievements. We expect all employees of UEL to embrace our EDI policy and will not tolerate discrimination in any form.